



NORTHWEST POWER NORTHWEST VALUES

*****ATTENTION*****

Bonneville Power Administration (BPA) is evolving our application process over the next several months to improve efficiency and effectiveness.

PLEASE READ THIS ANNOUNCEMENT IN ITS ENTIRETY. Be advised that the requested information in this job posting varies from previous announcements and from Merit Promotion announcements (for current or former federal employees).

*****BEGINNING NOVEMBER 1, 2010*****

Job Title & Series: Information Technology Specialist, GS-2210	Job Announcement Number: 9034-11
Grade & Salary Range: GS-13: \$86,260 - \$112,136 <i>The full performance level of this position is GS-13.</i>	Opens: 05/13/11 Closes: 06/03/11 <i>(Applications must be received by 11:59 p.m. Pacific Time (PT) to be accepted.)</i>
Benefits: BPA offers a comprehensive benefits package: http://www.jobs.bpa.gov/Benefits/	
Organization: Internal Business Services/Information Technology/Software Development & Operations/ Business Applications (NJSI)	Location: Portland, OR
Type of Position: This is a permanent position with a full-time work schedule.	
Anticipated number of positions to be filled: More than one position may be filled.	

ELIGIBILITY:

Applications will be accepted from current and former competitive service Federal employees, and those eligible under special hiring authorities. Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.

ABOUT BPA:

The Bonneville Power Administration has been powering people and careers for nearly 75 years. We are a non-profit federal agency that provides clean, emissions-free electricity to the Pacific Northwest and maintains a high voltage transmission system to deliver that electricity. We are a leader in sustainability and environmental stewardship, promoting energy efficiency, renewable energy, the smart grid, fish and wildlife protection and initiatives to address climate change. We are a visionary and innovative agency that values diversity and creativity and encourages continuous learning. We are located throughout the Pacific Northwest with opportunities in cities, smaller communities and rural areas. You can learn more about BPA at www.bpa.gov.

JOB SUMMARY & MAJOR DUTIES:

Join us in this exciting opportunity to serve as our technical expert in Automated Business Processes, supporting workflow and business process automation. This position will lead the rollout of the Metastorm platform as it transitions from the Service Connection project to full time O&M mode and will provide technical direction and guidance to employees assigned to support this effort. The primary activities include support of Metastorm and

workflow and automation activities including SharePoint workflow and custom web applications.

- Planning and coordinating projects that involve multiple stages in the systems development life cycle management process, including systems analysis, software development, data base administration, and customer support.
- Defining overall project requirements; planning and coordinating systems design, development, and implementation; overseeing support of installed systems and services, and resolving a wide range of technical and management issues.
- Applying new developments to previously unsolvable problems, and making decisions or recommendations that significantly influence important agency IT policies or programs.
- Ensuring the integration of IT programs and services, and developing solutions to integration and interoperability issues.
- Making decisions that involve major uncertainties with regard to the most effective approach or methodology to be applied, responding to changes typically resulting from continuing changes in customer business requirements and/or rapidly evolving technology.
- Developing new standards, methods and techniques; evaluating the impact of technological change; and/or conceiving of solutions to highly complex technical issues.
- Developing and interpreting policies, procedures, and strategies governing the planning and delivery of services throughout the agency.
- Providing expert technical advice, guidance, and recommendations to management and other technical specialists on critical IT issues.

MINIMUM QUALIFICATIONS:

SPECIALIZED EXPERIENCE

- Business Process Management experience in which the applicant developed and implemented new IT standards, methods, processes, and techniques to meet business needs and
- IT experience in web development, web/portal administration, and web standards and development work, involving application architecture, development and delivery.

In order to be rated as meeting the minimum qualifications, we must be able to determine from your application package (includes resume, cover letter, KSAs, etc.) that you have a minimum of **one year** of the specialized experience requirement described above. Applicants who have qualifying experience performed on less than a full-time basis must specify the percentage and length of time spent in performance of such duties.

NOTE: Minimum Qualifications and Time-in-Grade Requirements must be met within 60 calendar days of the closing date of this announcement. Applicants must have served 52 weeks at the next lower grade level in the Federal service. To be creditable, specialized experience must have been equivalent to the next lower grade of the position to be filled.

KNOWLEDGE, SKILLS, AND ABILITIES

Your application materials will be reviewed against the knowledge, skills and abilities (KSAs) listed below to determine your qualifications

Please describe your experience and thoroughly address the statements below within your resume, cover letter, and/or other supporting material you choose to submit. We must be able to determine that you possess the following KSAs. **Clearly articulating your experience possessing this knowledge, performing these skills or demonstrating these abilities is critical to determining your qualifications for this position.** For more information on how to complete KSAs, please go to http://jobs.bpa.gov/How_To_Apply/ksa.cfm.

From your application packet, we must be able to determine that you have direct experience meeting the following knowledge, skills and abilities (KSAs).

1. **Business Process Automation/Management: Ability to apply IT solutions for Business Process Management (BPM).** (Your application materials should include your BPM experience in developing new standards, evaluating new technologies, determining impact of technological change and solving technical issues to meet business needs. Include specific examples identifying the complexity of technical issues and your responsibility in this function.)
2. **Web Development/Administration: Skill in applying web architecture, including database, networking, hardware, and operating systems, sufficient to serve as the technical lead for Automated Business Processes, supporting workflow and business process automation.** (Your application materials should demonstrate your experience in web application architecture, development,

and delivery including data design and hardware configuration. Include examples of the types and complexity of applications you have architected.)

3. **Communication: Ability to communicate complex technical requirements to non-technical personnel; develop and deliver briefings, project papers, status/staff reports, and correspondence to foster understanding and acceptance of findings and recommendations.** (Your application materials should include situations in which you communicated verbally and in writing, including the purpose and result of that communication. Include specific instances in which you communicated to present, explain, and defend controversial findings to influence, persuade, or motivate others; to plan, coordinate, or advise on work efforts; and/or to obtain, clarify, or provide facts or information.)
4. **Interpersonal Relationships: Ability to establish and maintain effective working relationships and to interact appropriately in highly charged emotional situations for the purpose of influencing managers or other officials to accept and implement recommendations to matters involving significant or controversial issues.** (Your application materials should demonstrate your experience in establishing and maintaining working relationships and the purpose and results of those relationships.)

SECURITY & SUITABILITY

The sensitivity level of this position is designated as 'Low Risk – Nonsensitive', which requires that the selectee pass a National Agency Check with Inquiries (NACI) personnel investigation and receive a favorable suitability determination. Under existing OPM regulations, current Federal employees transferring from another department or agency who have successfully passed this level (or higher) personnel investigation will not be subject to re-investigation under OPM suitability regulations. Further, employees with unescorted access to facilities, systems, and equipment, which, if destroyed, degraded, or otherwise rendered unavailable, would affect the reliability or operability of the bulk electric system, or have access to critical cyber assets that are essential to the reliable operation of the bulk electric system will be required to undergo a Special Agency Check every seven years, thereafter (or sooner if for cause.)

APPLICATION PACKAGE CHECKLIST:

☐ Resume, cover letter, and/or other supporting material you choose to submit that fully describes your education and experience. Application must contain sufficient information to determine eligibility for the position. (The Optional Application for Federal Employment (OF-612) can be found at <http://www.usajobs.opm.gov/of612.asp>).

Applications must include the following information:

- Job Announcement number, title, and grade
- Full legal name, mailing address, contact telephone number and email address
- Country of citizenship
- High school attended which includes name of high school and location.
- Employment history [Unpaid experience (internships, volunteer work, etc.) related to the position may also be included]. Include job title (include series and grade if position was Federal), duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month and year), salary, and hours worked per week. Explain any gaps in employment.
- Indicate if we may contact your current supervisor.
- A list of other job-related training, skills (i.e., languages, tools, machinery, typing speed, etc.), certificates and licenses, recognition, professional memberships, publications, leadership activities, etc.

☐ If you are applying as a reinstatement or status candidate from another Federal agency, please include a copy of your most recent Standard Form (SF)-50, Notification of Personnel Action.

☐ VETERANS: To be considered for VEOA or VRA consideration, a copy of your DD-214 (Member 4) is required. 10-point veterans must also provide a copy of their SF-15 and associated documentation.

☐ All applicants are encouraged to complete and submit BPA Form F3330-11e, Applicant Disability, Race/National Origin and Gender Identification form and Applicant Source Form (located at the end of this announcement, or may be downloaded at http://jobs.bpa.gov/How_To_Apply/forms.cfm)..

If your resume or application does not provide all the information requested in the vacancy announcement, you may lose consideration. Material received after the closing date will not be accepted.

How To Submit Your Application:

Applications may be emailed, faxed or mailed. Due to security requirements, we only accept hand-delivered application from individuals who currently have badge access to the building. Applicants are responsible for ensuring materials are transmitted successfully.

- **Via Email:** Application materials may be emailed to jobs@bpa.gov with the Job Announcement Number in the subject line. If you send your application through multiple formats, please include your name and the Job Announcement Number on each page.
- **Via Facsimile:** Application materials may be faxed to 503-230-3149
- **Via US Mail:** Application materials may be mailed to Bonneville Power Administration, ATTN: Human Capital Management, NHQ-1, PO Box 3621, Portland, OR 97208-3621.

After You Apply:

You will be notified via email of receipt of your application package. Applicants should retain a copy of their application as BPA does not return applications or provide copies. For more information, please refer to: http://jobs.bpa.gov/How_To_Apply/whathappens.cfm.

Upon receipt of your complete application package, a review of your application materials will occur to ensure you meet the specialized experience (minimum qualification) requirements. Your application materials will then be reviewed against the knowledge, skills and abilities listed above to determine whether you qualifications.

Applications submitted by fax or e-mail must be time/date stamped or electronically postmarked at point of origin by the closing date. If all materials are not received by the closing date, your application will be evaluated solely on the information available.

ADDITIONAL INFORMATION:

VETERANS	<p>The Veterans Employment Opportunity Act (VEOA) gives veterans access to job vacancies that might otherwise be closed to them. The law allows eligible veterans to compete for vacancies advertised under agency's promotion procedures when the agency is seeking applications from outside of its own workforce.</p> <p>The Veterans Recruitment Appointment Authority (VRA) is a special authority by which agencies can appoint eligible veterans without competition to positions at any grade level through General Schedule (GS) 11 or equivalent. VRA appointees are hired under excepted appointments to positions that are otherwise in the competitive service.</p> <p>For more information, please refer to the OPM VetGuide: http://opm.gov/staffingPortal/Vetguide.asp</p>
CAREER TRANSITION ASSISTANCE PROGRAM/ INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (CTAP/ICTAP)	<p>Individuals who have special priority selection rights under the Agency Career Transition Assistance Program (CTAP) or the Interagency Career Transition Assistance Program (ICTAP) must be well qualified for the position to receive consideration for special priority selection. 'Well qualified' for non-status applicants means an applicant who scores 85 points or higher prior to the addition of veteran's preference, if applicable.</p> <p>Federal employees seeking CTAP/ICTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.605 (a) for CTAP and 5 CFR 330.704 for ICTAP. This includes a copy of the agency notice, a copy of their most recent Performance Rating and a copy of their most recent SF-50 noting current position, grade level, and duty location. <u>Please annotate your application to reflect that you are applying as a CTAP or ICTAP eligible.</u></p> <p>For additional information please refer to http://www.opm.gov/ctap/.</p>
BENEFITS	Information on BPA benefits can be found at: http://www.jobs.bpa.gov/Benefits/
EQUAL EMPLOYMENT OPPORTUNITY	The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.
REASONABLE ACCOMMODATION	Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.
LEGAL AND REGULATORY GUIDANCE	<p>Privacy Act - Privacy Act Notice (PL 93-579): The information requested here is used to determine qualifications for employment and is authorized under Title 5 U.S.C. 3302 and 3361.</p> <p>Signature - Before you are hired, you will be required to certify the accuracy of the information in your application.</p> <p>False Statements - If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be subject to fine, imprisonment, or other disciplinary action.</p> <p>Selective Service - If you are a male applicant born after December 31, 1959, you must certify that you have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law. You may obtain your Selective Service Number at: https://www.sss.gov/ReqVer/wfVerification.aspx</p>
FORMS AVAILABILITY	All application materials may be obtained by calling 503-230-3230, or 1-877-975-4272. You may also download a copy of this announcement, including all forms, from our website at http://www.jobs.bpa.gov .

Applicant Source Form

The Bonneville Power Administration's Human Capital Management office has an ongoing process improvement objective associated with recruitment and outreach strategies. In order for us to assess the effectiveness of our current advertising and Recruitment efforts, please identify how you learned about this job by marking the appropriate box below:

Vacancy Announcement Number

Position Title, Series, Grade

☐ **BPA Website**

☐ **USAJOBS Website**

☐ **Job Board** (CareerBuilder, Craigslist, Employment Dept, etc.)

(please specify): _____

☐ **Industry Website or Event** (National Institute of Government Purchasers, GreenDrinks, etc.)

(please specify): _____

☐ **Social Media Website** (Facebook, LinkedIn, etc.)

(please specify): _____

☐ **Career Fair** (campus events, community event)

(please specify): _____

☐ **BPA employee**

☐ **Other (please specify):** _____

PRIVACY ACT STATEMENT

This data is being collected to plan and evaluate the agency's recruitment of persons with disabilities, minorities and women, and to help ensure that agency personnel practices meet the requirements of Federal law and regulation. The data you supply will be used for statistical analysis only. **SUBMISSION OF THIS INFORMATION IS VOLUNTARY.** Failure to provide this information will have no effect on the processing of your application for Federal employment. Individual personnel selections are not made based on this information.

Authority: Sections 1302, 3301, 3302, 3304 and 7201 of Title 5 of the U.S. Code, Section 2000e of Title 42 of the U.S. Code; and Section 791 of Title 29 of the U.S. Code.

1. Vacancy Announcement Number	2. Position Title, Series, Grade
3. Name (Last, First, Middle Initial)	4. Are you a U.S. Citizen? (Check one) <input type="checkbox"/> Yes <input type="checkbox"/> No
5. Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	

6. SECTION A. DISABILITY STATUS

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A person is disabled if he or she has a physical or mental impairment, which substantially limits one or more major life activities. Please read the disability descriptions below and then write the two-digit numeric code in the box above which best describes your disability, if any. If you have more than one disability, choose the one which results in the most substantial limitation.

01. I do not wish to identify my handicap status.

05. I do not have a disability

SPEECH/HEARING/VISION IMPAIRMENTS

- 13. Severe speech malfunction or inability to speak; hearing is normal (Examples: defects of articulation [unclear language sounds]; stuttering; aphasia [impaired language function]; laryngectomy [removal of the "voice box"]).
- 15. Hard of hearing (Total deafness in one ear or inability to hear ordinary conversation, correctable with a hearing aid).
- 16. Total deafness in both ears, with understandable speech.
- 17. Total deafness in both ears, and unable to speak clearly.
- 22. Ability to read ordinary size print with glasses, but with loss of peripheral (side) vision (Restriction of the visual field to the extent that mobility is affected – "Tunnel vision").
- 23. Inability to read ordinary size print, not correctable by glasses (can read oversize print or use assisting devices such as glass or projector modifier).
- 24. Blind in one eye
- 25. Blind in both eyes (no usable vision, may have some light perception)

MISSING EXTREMITIES

- | | | | |
|---|-------------|--|-------------|
| 27. One hand | 28. One arm | 29. One foot | 32. One leg |
| 33. Both hands or arms | | 34. Both feet or legs | |
| 35. One hand or arm <u>and</u> one foot or leg | | 36. One hand or arm <u>and</u> both feet or legs | |
| 37. Both hands or arms <u>and</u> one foot or leg | | 38. Missing both hands or arms <u>and</u> both feet or legs. | |

NONPARALYTIC ORTHOPEDIC IMPAIRMENTS (Because of chronic pain, stillness, or weakness in bones or joints, there is some loss of ability to move or use a part or parts of the body.)

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|-----------------------|----------------------|--|----------------------|
| 44. One or both hands | 45. One or both feet | 46. One or both arms | 47. one or both legs |
| 48. Hip or pelvis | 49. Back | 57. Any combination of two or more parts of the body | |

PARTIAL PARALYSIS (Because of a brain, nerve, or muscle problem, including palsy and cerebral palsy, there is some loss of ability to move or use a part of the body, including legs, arms, and/or trunk.)

- | | | | |
|--|---|-----------------------|----------------|
| 61. One hand | 62. One arm, any part | 63. One leg, any part | 64. Both hands |
| 65. Both legs, any part | 66. Both arms, any part | | |
| 67. One side of the body, including one arm and one leg. | 68. Three or more major parts of the body (arms and legs) | | |

7. COMPLETE PARALYSIS (Because of a brain, nerve, or muscle problem, including palsy and cerebral palsy, there is complete loss of ability to move or use a part of the body, including legs, arms, and/or trunk.)

70. One hand 71. Both hands 72. One arm 73. Both arms
 74. One leg 75. Both legs 76. Lower half of body, including legs
 77. One side of body, including one arm and one leg
 78. Three or more major parts of body (arms and legs)

OTHER IMPAIRMENTS

80. Heart disease with no restriction or limitation of activity (History of heart problems with complete recovery.)
 81. Heart disease with restriction or limitation of activity
 82. Convulsive disorder (e.g. epilepsy)
 83. Blood disease (e.g. sickle cell anemia, leukemia, hemophilia)
 84. Diabetes
 86. Pulmonary or respiratory disorders (e.g. tuberculosis, emphysema, asthma)
 87. Kidney dysfunctioning (e.g. if dialysis [Use of an artificial kidney machine is required])
 88. Cancer (a history of cancer with complete recovery)
 89. Cancer (undergoing surgical and/or medical treatment)
 90. Mental retardation (Chronic and lifelong condition involving a limited ability to learn, to be educated, and to be trained for useful productive employment as certified by a State Vocational Rehabilitation agency under section 213.3102(t) of Schedule A.)
 91. Mental or emotional illness (A history of treatment for mental or emotional problems.)
 92. Severe distortion of limbs and/or spine (e.g. dwarfism, severe distortion of the back)
 93. Disfigurement of face, hands, or feet (e.g. distortion of features on skin, such as those caused by burns, gunshot injuries, and birth defects [gross facial birthmarks, club feet, etc.])
 94. Learning disability (A disorder in one or more of the processes involved in understanding, perceiving, or using language Or concepts [spoken or written]; e.g. dyslexia.)
 06. I have a disability, but it is not listed above: Describe below:

SECTION B. ETHNICITY AND RACE IDENTIFICATION: Specific Instructions: The two questions below are designed to identify your ethnicity and race. **Regardless of your answer to question 1, go to question 2.**

Question 1. Are you Hispanic or Latino? (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.)

☐ Yes ☐ No

Question 2. Please select the racial category or categories with which you most closely identify by placing an "X" in the appropriate box(s). Check as many as apply.

RACIAL CATEGORY (Check as many as apply)	DEFINITION OF CATEGORY
<input type="checkbox"/> American Indian or Alaska Native	A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
<input type="checkbox"/> Asian	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
<input type="checkbox"/> Black or African American	A person having origins in any of the black racial groups of Africa
<input type="checkbox"/> Native Hawaiian or Other Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
<input type="checkbox"/> White	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.